



# **SW GL333**

## Approving Journals

Web Based Training



# Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website ([www.cardinalproject.virginia.gov](http://www.cardinalproject.virginia.gov)) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



# Course Objectives

After completing this course, you will be able to:



Understand the journal approval process in Cardinal



# Agenda

1

Journal Approval Process



# Lesson 1: Introduction

1

## Journal Approval Process

This lesson covers the following topics:

- General Ledger Overview
- Journal Approval
- Workflow Routing
- Approval History
- Journal Approval Direct Navigation



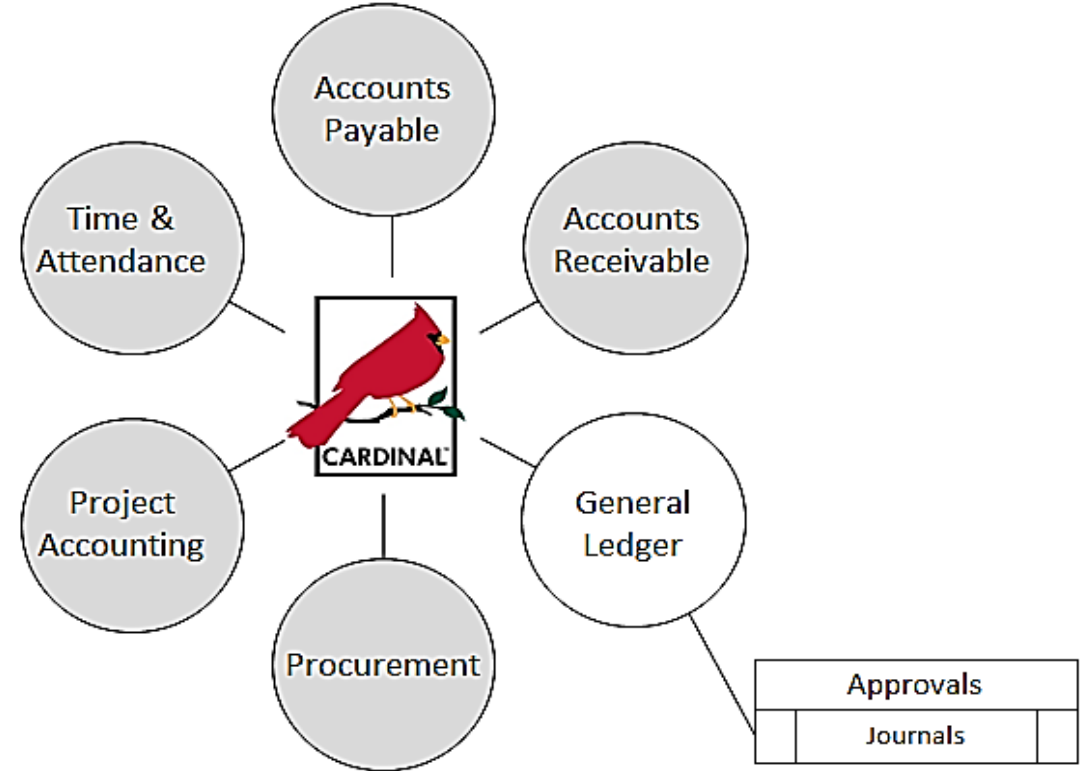
# General Ledger Overview

This course covers Journal Approvals.

In the Cardinal Overview course, you learned that the General Ledger is the functional area that establishes the financial accounts used to:

- Accumulate the results of transaction processing
- Create budgets
- Generate financial statements
- Provide source financial data for reporting purposes

## Cardinal Functional Areas





# Journal Approval

Journals that required approval	Journals that do not require approval
Allocation journals	Journals from Account Payable
Journals from external sources (exclusive of the Commonwealth Personnel/Payroll System (CIPPS))	Expenses
Spreadsheet journals	Purchasing
Online source type journals via workflow	Time and Labor
A request for approval is triggered once a journal successfully completes the edit and budget check process (online or batch) and the user clicks Submit	Accounts Receivable
Journals that require approval appear on the Journal Approver's worklist	Billing
Cardinal does not send email notifications for Journal approval <ul style="list-style-type: none"><li>• Check the worklist daily for required approvals</li></ul>	Project Costing (split transactions and revenue and billing)
	Contracts
	These journals are pre-approved in their module



# Journal Approval Levels

Most journals require only one level of approval in General Ledger. The Journal Approver role is assigned at the Department level.

- A Journal Approver, can either approve or deny a journal

Additional approval is required for some journals. Statewide Journal Approvers at the Department of Accounts (DOA) must also approve or deny:

- Journals for Capital Outlay projects with a **Program Code** of **998000** that have not received their environmental impact study
- Journals with a Legal Services **Account** value of **5012430**

If a journal is denied:

- Cardinal sends both an email and worklist notification to the Journal Processor
- The Journal Processor can
  - delete the journal
  - correct the journal and submit it again for approval after it passes edit and budget checks



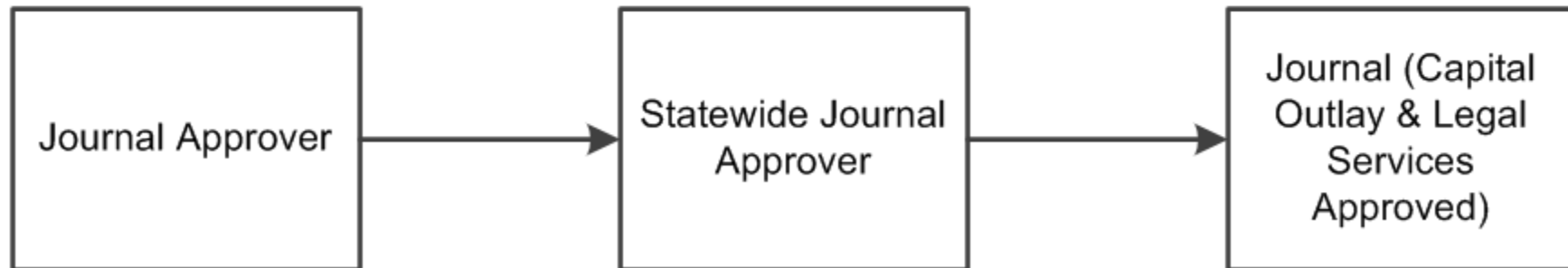


# Journal Approval Levels (continued)

## ONE LEVEL



## MULTIPLE LEVELS





## Journal Approval Levels (continued)

Cardinal does not escalate unaddressed approval items in General Ledger or route them to other approvers.

If a Journal is not approved or denied, it remains on a Worklist indefinitely.

On the **Create/Update Journal Entries** page (**Find an Existing Value** tab), use the **Journal Header Status** to locate Journals not posted.

Budget Journals do not require formal approval in Cardinal. Budget Approvers and Statewide Budget Approvers review budget Journals and post them to the General Ledger.



# Journal Approval Steps

Journals entries may be approved from either the **Worklist** link or from the **Create/Update Journal Entries** page (on the **Approval** tab).

- To approve via the **Create/Update Journal Entries** page, navigate using the following path:
  - **Main Menu > General Ledger > Journals > Create/Update Journal Entries**
  - Select the **Find an Existing Value** tab, then enter the information to search for the journal.
  - Click the **Approvals** tab.
- To approve via the worklist, navigate using the following path:
  - **Main Menu > Worklist > Worklist**



# Journal Approval Steps: Worklist

To **Approve** or **Deny** a journal on the worklist:

- Click on the **Worklist** link for the journal to be approved.
- Review all details based on relevant policies.
- Click the **Approve** button at the bottom of the page.
- To **Deny** the journal, click the **Deny** button at the bottom of the page. When denying a journal, comments must be entered in the **Deny Comments** field.
- If a Journal is denied, the Journal Processor can edit and re-submit if necessary; otherwise the journal should be deleted.

Click the image to enlarge



# Approval History

The **Approval History** section identifies the requestor, approver, approval status, and date/time stamp of the various activities and users involved in the approval process.

Home | Worklist | Add to Favorites

All Search >> Advanced Search Last Search Results

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

New Window | Help | Person

Header Lines Totals Errors Approval

Unit 15100 Journal ID 0000346998 Date 01/11/2017 Submit

Approval Status

Unit 15100

Approval Check Active Y

Approval Status Denied

Approval Action Approve

Deny Comments

254 characters remaining

Jrnl Approval

Unit 15100, ID 0000346998, Date 2017-01-11, Line Unit 15100:Denied View/Hide Comments

Jrnl Approval

Denied

Page, Doug (DOA)  
GL Journal Approver  
01/24/17 - 5:24 PM

Comments

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
396335	STATE	01/02/1910	FINUSER05	10	1	1.00	Denied	HSJ34926	Bypassed	01/24/2017 5:25:02.000000PM
396335	STATE	01/02/1910	FINUSER05	10	1	1.00	Denied	NSX07821	Bypassed	01/24/2017 5:25:02.000000PM



# Journal Approval: Direct Navigation

A journal entry must be approved by directly navigating to the **Create/Update Journal Entries** page using the following path:

**Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

Click on the **Find an Existing Value** tab.

Enter the search criteria for the journal to be approved and then click the **Search** button.

The screenshot shows the 'Create/Update Journal Entries' page in the CARDINAL system. The breadcrumb navigation path is: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page title is 'Create/Update Journal Entries'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with the following fields:

- Business Unit: = [dropdown] 50100 [search icon]
- Journal ID: begins with [dropdown] [text box]
- Journal Date: = [dropdown] [text box] [calendar icon]
- Document Sequence Number: begins with [dropdown] [text box]
- Line Business Unit: = [dropdown] [text box] [search icon]
- Journal Header Status: = [dropdown] Valid Journal - Edits Complete [dropdown]
- Budget Checking Header Status: = [dropdown] [text box] [dropdown]
- Source: = [dropdown] ONL [search icon]
- User ID: begins with [dropdown] CONDOLEEZZA.RICE [search icon]
- Attachment Exist: = [dropdown] [text box] [dropdown]

Below the search criteria, there is a checkbox for 'Case Sensitive' and a text box for 'Limit the number of results to (up to 300): 300'. At the bottom, there are four buttons: 'Search' (highlighted with a red box), 'Clear', 'Basic Search' [search icon], and 'Save Search Criteria'.



# Journal Approval: Direct Navigation (continued)

This opens the Journal header page for the journal selected.

Review the journal details before approving:

- On the **Header** tab (default tab when the page opens), review the journal header information.
- Click the **Lines** tab to review the journal line information.
- Click the **Totals** tab to review the **Control** and **Actual** totals.
- Click the **Errors** tab to review any header and line errors.
- Click the **Approval** tab to complete an approval action.

The screenshot displays the 'Journal Approval' interface. At the top, the 'CARDINAL' logo is visible. The navigation bar includes 'All', 'Search', 'Advanced Search', and 'Last Search Results'. The main menu shows 'General Ledger' > 'Journals' > 'Journal Entry' > 'Create/Update Journal Entries'. The 'Approval' tab is selected, and the 'Submit' button is highlighted. The form fields show 'Unit 50100', 'Journal ID 0000347007', and 'Date 01/25/2017'. The 'Approval Status' is 'Pending Approval', and the 'Approval Action' is set to 'Approve'. A 'Deny Comments' text area is also visible. Below the main form, there is a 'Jrnl Approval' section showing a list of approval actions: 'Skipped' by RICE, CONDOLEEZZA and 'Pending' by Multiple Approvers. At the bottom, there is an 'Approval History' section and a navigation bar with buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh.

Click the image to enlarge



# Journal Approval: Direct Navigation (continued)

There are two options from the **Approval** tab:

- To approve a journal, click the **Approval Action** drop-down menu, select **Approve**, and click the **Submit** button. Cardinal routes the journal for any conditional approvals that may be needed.
- To deny a journal, click the **Approval Action** drop-down menu, select **Deny**, and click the **Submit** button. If you deny a journal, you must enter comments in the **Deny Comments** field. Cardinal sends an email and a worklist notification to the Journal Processor.

If a journal is denied, the Journal Processor can edit and re-submit if necessary; otherwise the Journal Processor should delete the journal. Denied journals need to be corrected or deleted to release reserved funds.





# Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



The following journals require approval in General Ledger: journals from external sources, spreadsheet journals and online journals.

- ☐ True
- ☐ False



# Course Summary

GL333

Approving Journals

In this course, you learned:

- The journal approval process in Cardinal



# Course Evaluation

Congratulations! You successfully completed the **SW GL333: Approving Journals** course.

[Click here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the [X] button in the upper right corner.






# Appendix

- Screenshots
- Flowchart Key



# Journal Approval Steps: Worklist

 **CARDINAL™**

All ▾ Search >> Advanced Search

Favorites ▾ Main Menu ▾ > Worklist ▾ > Worklist

### GL Journal Approval


Business Unit	50100	<a href="#">Return to Worklist</a>
Journal ID	0000347006	Attachments (0)
Journal Date	01/25/2017	<a href="#">Go to Journal Entry Page</a>
Line Unit	50100	Status Pending
Ledger Group	ACTUALS	Debits \$250.00
Adjusting Entry	N	Credits \$250.00
Fiscal Year	2017	Description Andrea's test journal for trai
Period	7	Requester CONDOLEEZZA.RICE

### Jrnl Approval


Unit 50100, ID 0000347006, Date 2017-01-25, Line Unit 50100:Pending [View/Hide Comments](#) [Start New Path](#)


**Jrnl Approval**

**Skipped**

 RICE, CONDOLEEZZA  
GL Journal Approver  
01/25/17 - 3:18 PM

**Pending**

 Multiple Approvers  
GL Journal Approver



**Comments**

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve

Deny

Hold

Pushback

Add Comments

**Journal Lines**

Click the image to return



# Journal Approvals: Direct Navigation

**CARDINAL** All Search Advanced Search Last Search Results

Favorites Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header Lines Totals Errors **Approval**

Unit 50100 Journal ID 0000347007 Date 01/25/2017 **Submit**

**Approval Status**

Unit 50100  
Approval Check Active Y  
Approval Status Pending Approval  
**Approval Action** Approve  
Deny Comments  
254 characters remaining

**Jrnl Approval**

Unit 50100, ID 0000347007, Date 2017-01-25, Line Unit 50100: Pending View/Hide Comments

**Jrnl Approval**

**Skipped**  
RICE, CONDOLEEZZA  
GL Journal Approver  
01/25/17 - 3:27 PM

**Pending**  
Multiple Approvers  
GL Journal Approver

**Comments**

**Approval History**



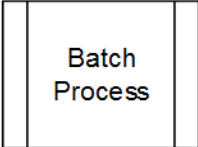
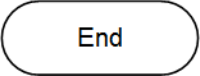
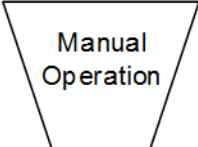
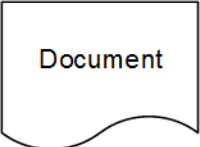
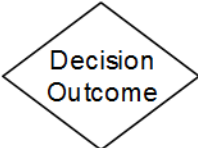
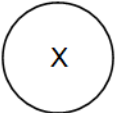
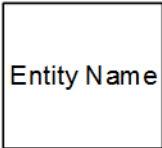
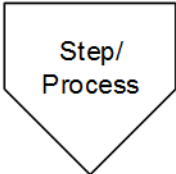
Save Return to Search Previous in List Next in List Notify Refresh

Header | Lines | Totals | Errors | Approval

Click the image to return



# Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.